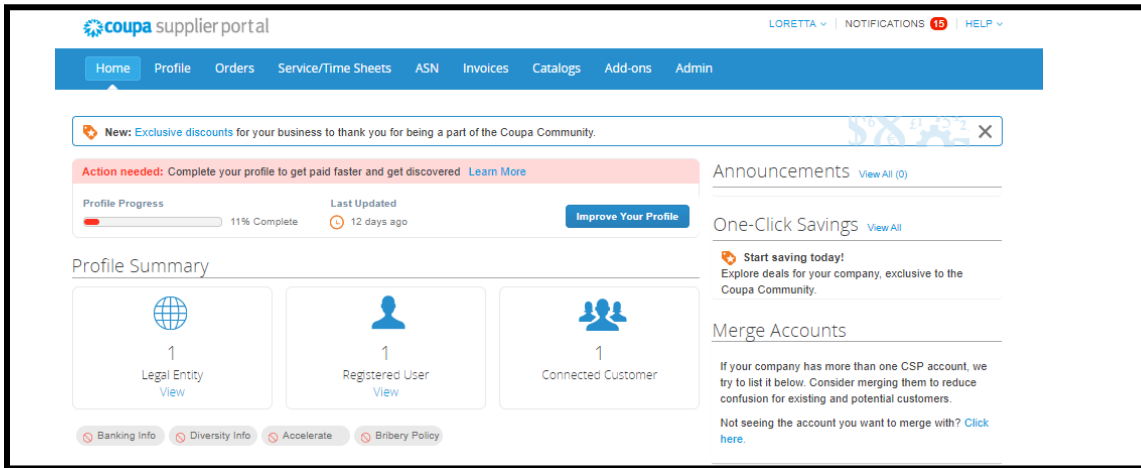




Submitting a PO-backed Invoice

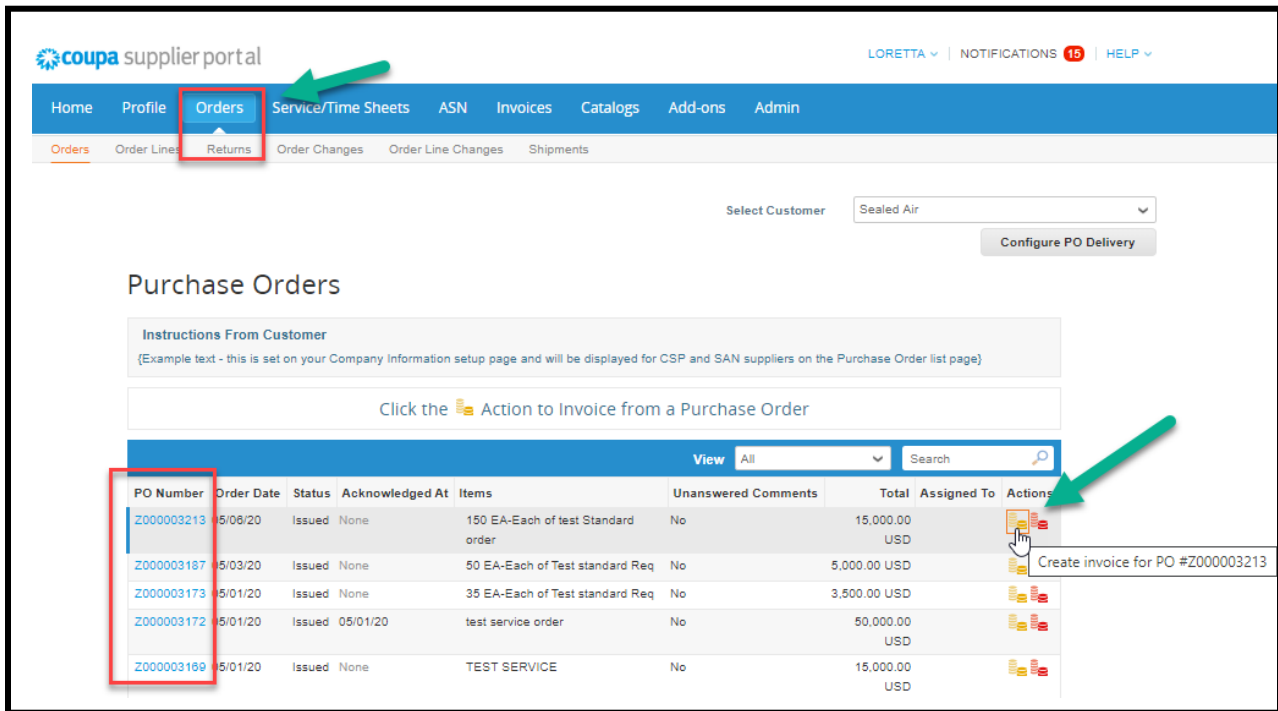
Sign in to CSP (Coupa Supplier Portal)

[https://success.coupa.com/Suppliers/For Suppliers/Coupa Supplier Portal](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal)



Create Invoice from PURCHASE ORDER (Single PO):

To create a PO-backed invoice (flip a Purchase Order), click on Orders in the header and a list of available POs will appear. Click on the gold coins under Actions.



Details from the PO will automatically fill. Supplier must add the remaining details.
A red * indicates a required field.

General Info

1. * Enter a unique invoice number (an invoice number cannot be reused)
2. * Enter the invoice date (current date will default)
3. Payment Term is set based on PO and cannot be changed
4. * Currency will default according to the PO
5. Delivery Number – not required
6. Status of the invoice
7. Image Scan – **DO NOT USE** (your invoice is to be attached under *Attachments)
8. Supplier Note – this is optional
9. * Attachments – ****You are required to attach a copy of your original Invoice****

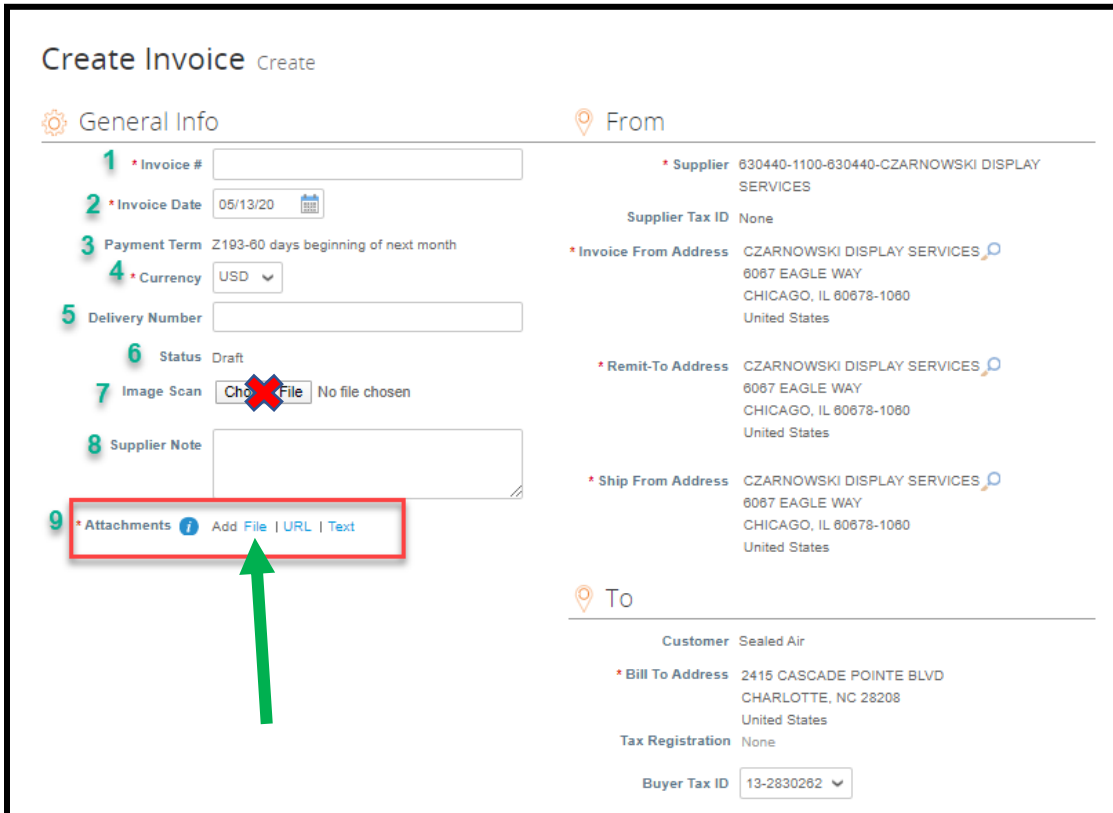
Click Add **File** to attach a PDF copy of your original invoice while creating the invoice in Coupa
A copy *cannot* be attached later

If your original invoice is not attached, the Coupa invoice will be rejected by AP

DO NOT USE Image Scan field (#7) to attach the invoice

Do not attach a link to your website, do not click URL, do not click Text

Do not add a message in the attachment field



Create Invoice Create

General Info

1 * Invoice #

2 * Invoice Date 05/13/20

3 Payment Term Z193-60 days beginning of next month

4 * Currency USD

5 Delivery Number

6 Status Draft

7 Image Scan No file chosen

8 Supplier Note

9 * Attachments | |

From

* Supplier 630440-1100-630440-CZARNOWSKI DISPLAY SERVICES

Supplier Tax ID None

* Invoice From Address CZARNOWSKI DISPLAY SERVICES

6067 EAGLE WAY
CHICAGO, IL 60678-1060
United States

* Remit-To Address CZARNOWSKI DISPLAY SERVICES

6067 EAGLE WAY
CHICAGO, IL 60678-1060
United States

* Ship From Address CZARNOWSKI DISPLAY SERVICES

6067 EAGLE WAY
CHICAGO, IL 60678-1060
United States

To

Customer Sealed Air


* Bill To Address 2415 CASCADE POINTE BLVD
CHARLOTTE, NC 28208
United States

Tax Registration None

Buyer Tax ID 13-2830262

From

1. * Supplier – Defaults from the PO
2. Supplier Tax ID – Defaults from PO
3. * Invoice From Address – Defaults from supplier profile/it can be changed
4. * Remit-To Address – Defaults from supplier profile/it can be changed
5. * Ship From Address – Defaults from supplier profile/it can be changed

There is a magnifying glass  to the right of the Invoice, Remit-To and Ship From address fields. If a change is made, click Save.

Choose Invoicing Details

* Legal Entity [+ Add New](#)




Invoice From 6067 EAGLE WAY
CHICAGO, IL 60678-1060
United States

* Remit-To [+ Add New](#)

* Ship From Address [+ Add New](#)

Create Invoice Create


General Info From

* Invoice # <input type="text" value="ABCTEST1"/>	1 * Supplier 630440-1100-630440-CZARNOWSKI DISPLAY SERVICES
* Invoice Date <input type="text" value="05/13/20"/>	2 Supplier Tax ID None
Payment Term Z193-60 days beginning of next month	3 * Invoice From Address CZARNOWSKI DISPLAY SERVICES 
* Currency <input type="text" value="USD"/>	6067 EAGLE WAY CHICAGO, IL 60678-1060 United States
Delivery Number <input type="text"/>	4 * Remit-To Address CZARNOWSKI DISPLAY SERVICES 
Status Draft	6067 EAGLE WAY CHICAGO, IL 60678-1060 United States
Image Scan <input type="button" value="Choose File"/> No file chosen	5 * Ship From Address CZARNOWSKI DISPLAY SERVICES 
Supplier Note <input type="text"/>	6067 EAGLE WAY CHICAGO, IL 60678-1060 United States

* Attachments [Add File](#) | [URL](#) | [Text](#)

 To

This section defaults from the Purchase Order; the pre-populated fields cannot be changed.

 To

Customer Sealed Air

*** Bill To Address** 2415 CASCADE POINTE BLVD
CHARLOTTE, NC 28208
United States

Tax Registration None

Buyer Tax ID

Ship To Address SEALED AIR CORPORATION
2415 CASCADE POINTE BLVD
CHARLOTTE, NC 28208
United States
Location Code: 511992800

Tax Registration None


Tax Text

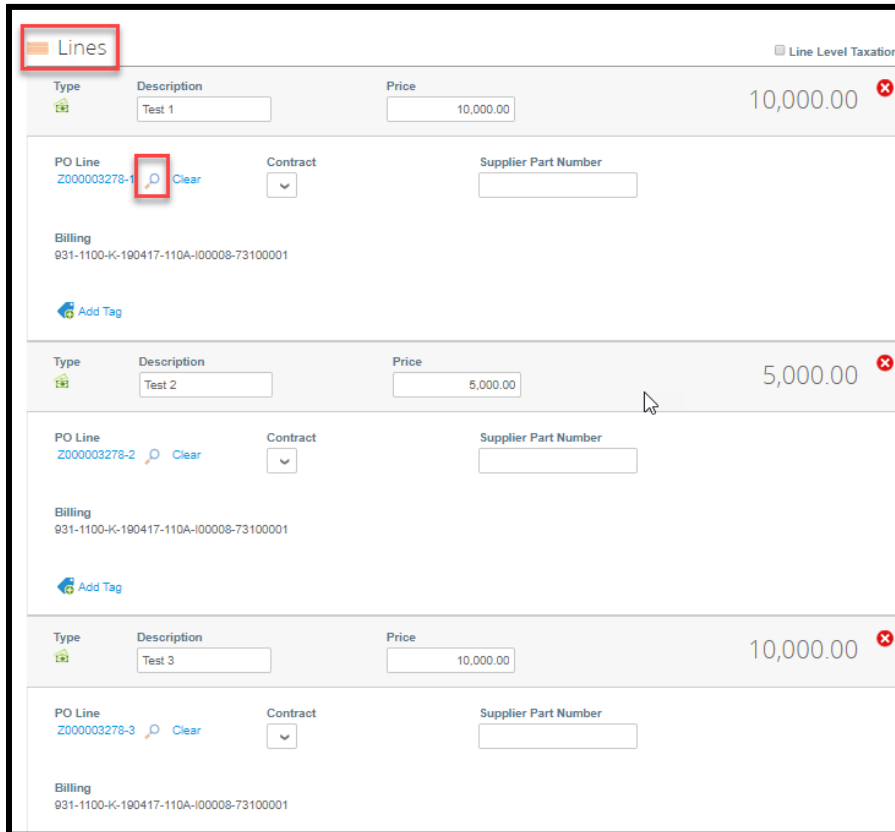
Payment Reference #

ISR #

Lines

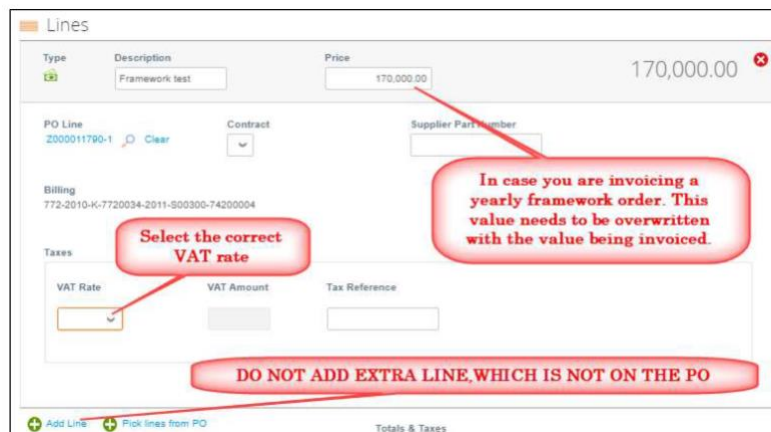
All lines on the PO will populate.

If you click on the  to the right on the PO number, you can view the PO details and see also if a line has already been invoiced.



Type	Description	Price	Total
Test 1	Test 1	10,000.00	10,000.00
Test 2	Test 2	5,000.00	5,000.00
Test 3	Test 3	10,000.00	10,000.00

EUROPE ONLY, ensure you enter the VAT rate and amount for each line item



Select the correct VAT rate

In case you are invoicing a yearly framework order. This value needs to be overwritten with the value being invoiced.

DO NOT ADD EXTRA LINE, WHICH IS NOT ON THE PO

In this example, Line 2 has already been invoiced (see below).

Pick Order Line(s)

Line	Type	Description	UOM	Quantity	Price	Total
1	Amount	Test 1			10,000.00	10,000.00

Invoice Line

PO Lines


View: All | Advanced | Search

Match Conditions: Match all conditions | Add group of conditions

Filter By: PO Number | Filter Clause: Z000003278 x



PO Number	Line	Item	UOM	Qty	Price	Invoiced	Actions
Z000003278	1	Test 1	None	None	10,000.00	0.00	Choose
Z000003278	2	Test 2	None	None	10,000.00	5,000.00	Choose
Z000003278	3	Test 3	None	None	10,000.00	0.00	Choose

If there are multiple lines on the PO, **delete** any PO lines that will not be on this invoice.

Do not enter a zero; delete the line if it is not being invoiced at this time. Scroll down to *Lines* and click on the  for each line that will *not* be on the invoice. *Any line that is deleted from the invoice is still available on the PO for invoicing later. This does not delete the lines on the PO.*

Lines



Line Level Taxation

Type	Description	Price	
	Test 1	10,000.00	

PO Line: Z000003278-1 | Clear | Contract: [v] | Supplier Part Number: []

Billing: 931-1100-K-190417-110A-I00008-73100001



Add Tag

Type	Description	Price	
	Test 2	5,000.00	

PO Line: Z000003278-2 | Clear | Contract: [v] | Supplier Part Number: []

Billing: 931-1100-K-190417-110A-I00008-73100001

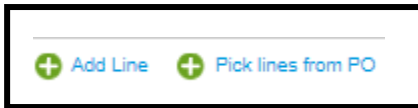
Add Tag

Type	Description	Price	
	Test 3	10,000.00	

PO Line: Z000003278-3 | Clear | Contract: [v] | Supplier Part Number: []

Billing: 931-1100-K-190417-110A-I00008-73100001

You will see these options (Add Line or Pick lines from PO) – please **DO NOT USE** these.



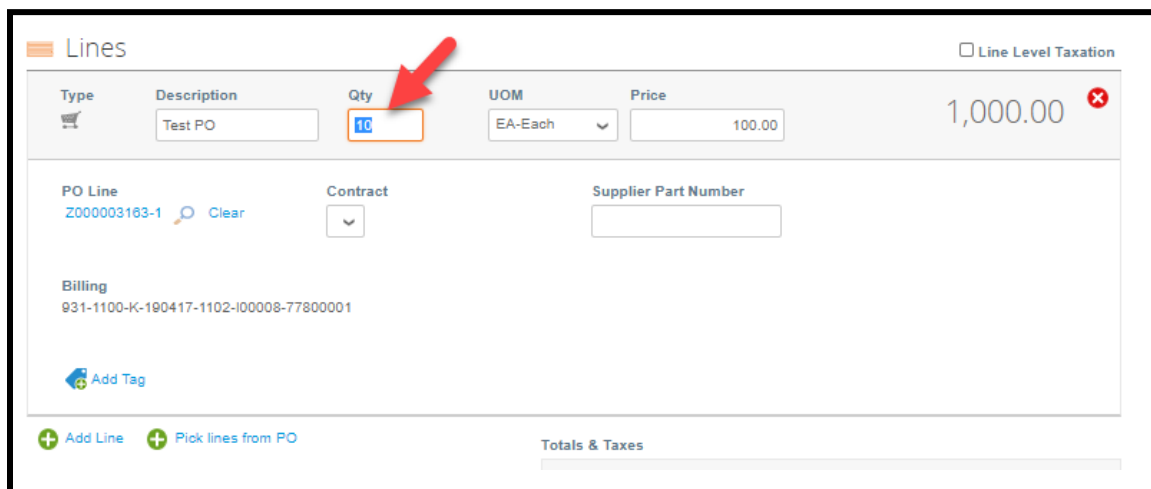
Partial invoices:

There are two types of POs – Quantity-based and Price-based.

- If you are invoicing for a partial amount, modify the amount in the Price field to the amount that you are invoicing.
- If you are invoicing for partial Quantity, modify the Quantity.

Partial Invoice Quantity:

PO is created for Qty 10 but the invoice is only for Qty 5.

A screenshot of a software interface showing a 'Lines' table. The table has columns: Type, Description, Qty, UOM, Price. The Qty field is highlighted with a red arrow. The Price field shows '1,000.00' with a red 'x' icon. Below the table, there are fields for PO Line, Contract, and Supplier Part Number. At the bottom, there are buttons for '+ Add Line' and '+ Pick lines from PO', and a 'Totals & Taxes' section.

Change the Qty in the Qty box (example here is 5 – instead of 10); enter 5.

The screenshot shows a form titled "Lines" with a "Line Level Taxation" checkbox. The form contains several fields: "Type" (shopping cart icon), "Description" (Test PO), "Qty" (5), "UOM" (EA-Each), and "Price" (100.00). The total amount is displayed as 1,000.00 with a red "x" icon. Below the main form, there are fields for "PO Line" (Z000003163-1), "Contract", and "Supplier Part Number". A "Billing" section contains the number 931-1100-K-190417-1102-100008-77800001. At the bottom, there are buttons for "Add Line", "Pick lines from PO", and "Totals & Taxes".

When you are ready to submit your invoice, scroll down and click **Calculate** to get the new Total. Here it still shows \$1,000.00 (Qty 10 @ 100.00 EA)

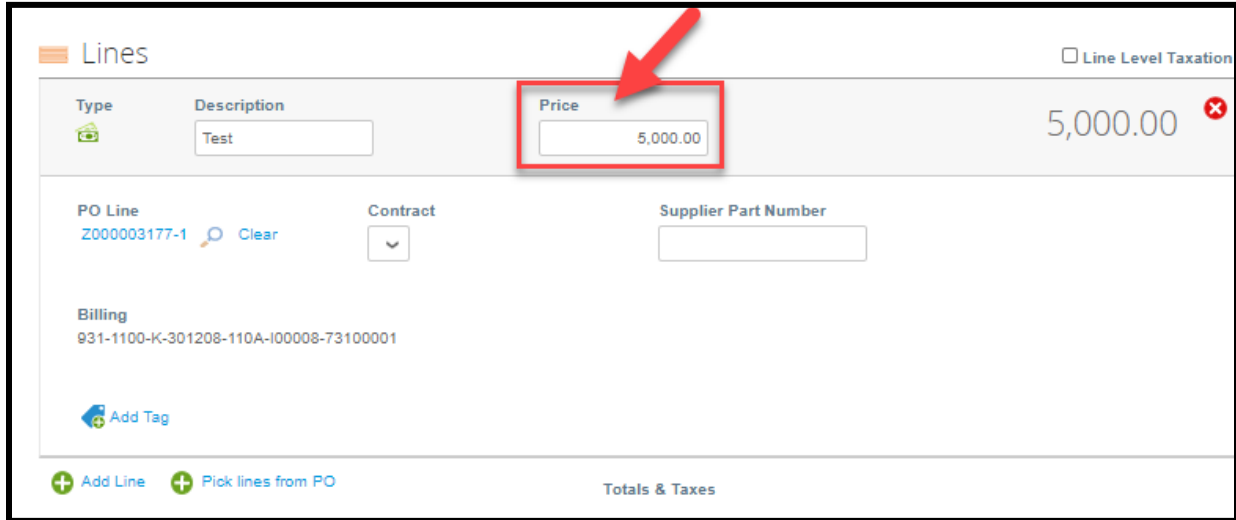
The screenshot shows a totals section with the following values: Total Tax: 0.00, Net Total: 1,000.00, and Total: 1,000.00. Below the totals are buttons for "Delete", "Cancel", "Save as Draft", "Calculate", and "Submit". The "Calculate" button is highlighted with a red box, and a red arrow points to it from above.

After you click Calculate it shows the correct total of \$ 500.00 (Qty 5 @ 100.00 EA)

The screenshot shows the totals section after clicking "Calculate". The values are: Total Tax: 0.00, Net Total: 500.00, and Total: 500.00. The "Total" value is highlighted with a red box. The "Calculate" button is now highlighted with an orange box, and the "Submit" button is blue.

Partial Invoice Price:

PO is created for Price 5,000.00 but the invoice is only for 2,500.00

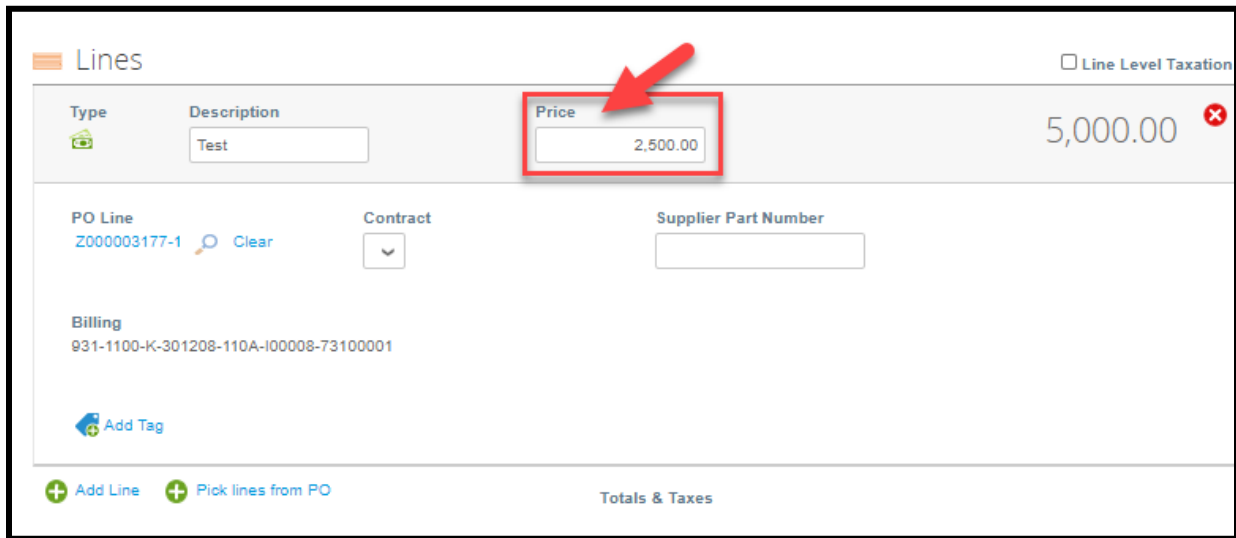


The screenshot shows a 'Lines' form with the following fields and values:

Type	Description	Price	
	Test	5,000.00	5,000.00

Below the table, there are fields for PO Line (Z000003177-1), Contract (dropdown), and Supplier Part Number (input). A Billing field contains the value 931-1100-K-301208-110A-I00008-73100001. At the bottom, there are buttons for '+ Add Line', '+ Pick lines from PO', and 'Totals & Taxes'.

Change the Price in the Price box (example here is 2,500.00 – instead of 5,000.00)



The screenshot shows the same 'Lines' form as above, but with the Price field updated to 2,500.00. The rest of the form, including the PO Line, Contract, Supplier Part Number, and Billing fields, remains the same.

When you are ready to submit your invoice, scroll down and click **Calculate** to get the new Total. Here it still shows Total 5,000.00

Total Tax	0.00
Net Total	5,000.00
Total	5,000.00

After you click **Calculate** it shows the correct total of 2500.00

Total Tax	0.00
Net Total	2,500.00
Total	2,500.00

Shipping, Handling, Misc Charges

For Shipping, Handling and Miscellaneous charges (for example, Pallet charges) enter the Amount under the header Totals & Taxes.

Enter the Amount in the field *to the right of the type of charge* (Shipping, etc.).

DO NOT ENTER anything in the Tax or Tax Reference fields or your invoice will be rejected.

EUROPE ONLY: Ensure you enter the VAT for each of those. Please DO NOT ADD line to invoice for these charges, only use the section at the bottom of the invoice.

The screenshot shows the 'Totals & Taxes' section of an invoice. At the top, 'Lines Net Total' is 25,000.00. Below this are three sections for 'Shipping', 'Handling', and 'Misc'. Each section has a text input field for the charge amount, a 'Tax' dropdown menu with a red 'X' over it, a percentage input field, and a 'Tax Reference' text input field with a red 'X' over it. Red arrows point to the amount input fields. At the bottom, there is a 'Total' row showing 'Total Tax' as 0.00, 'Net Total' as 25,000.00, and 'Total' as 25,000.00. Below the form are buttons for 'Delete', 'Cancel', 'Save as Draft', 'Calculate', and 'Submit'.

Totals & Taxes

To add Tax to the invoice, *if needed*, scroll to the bottom of the screen and enter the Tax (either by % or by Amount). You can simply enter the dollar amount of the tax or the percentage number in the appropriate field.

DO NOT enter the Tax on the Shipping, Handling, Misc lines. *If you do, your invoice will be rejected.*

Totals & Taxes

Lines Net Total	0.00
-----------------	------

Shipping

Tax %

Tax Reference

Handling

Tax %

Tax Reference

Misc

Tax %

Tax Reference

Tax %

Total Tax	0.00
Net Total	0.00
Total	0.00

*****Always click Calculate to review your Coupa invoice Total to ensure a match with your pdf invoice copy before you submit your invoice***** By clicking Calculate, the invoice will update the Qty/Price calculation, any miscellaneous charges added, and Tax if added.

Then click **Submit**.

Once Submitted, the invoice will be sent to Sealed Air.

If you have an error, the invoice will not submit. You must scroll back up to the top and the error will be identified in red. All errors must be corrected, and the invoice must be submitted again.

Supplier FAQ's

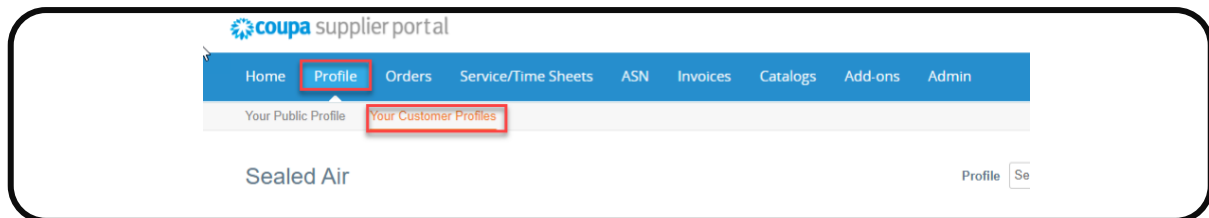
1. What 'remit-to' email address do I use when onboarding to Coupa?

It depends on your method of payment.

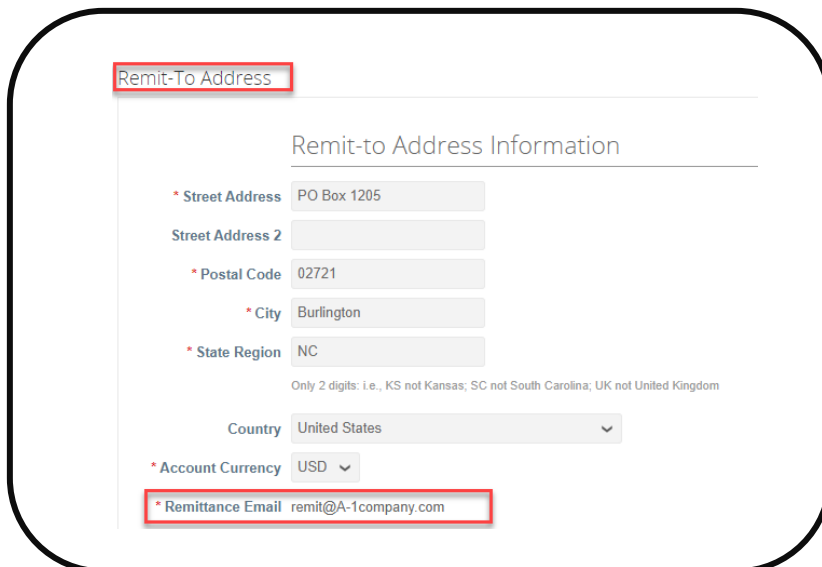
- ACH direct deposit from Sealed Air to your bank – use your Accounts Receivable email address
- Virtual Card (or VCard) by Citibank – use your Accounts Receivable email address. [VCard is an individual credit card number issued to the supplier to use to pick up payments for invoices.]
- Virtual Card (or VCard) using Boost as your payment facilitator -- use your Boost email address (ends in @BOOSTINTERCEPT.COM). If a vendor does not have credit card functionality, a service called BOOST is used to issue an ACH payment based on that credit card number.

****If you are unsure of your payment method/provider, contact your Sealed Air Buyer or your Receivables team****

Under Profile, Your Customer Profiles:



Scroll down to *Remit-To Address* and be sure the correct remittance email is entered.

A screenshot of the 'Remit-to Address Information' form in the Coupa portal. The form is titled 'Remit-to Address Information' and contains several input fields. The 'Remittance Email' field is highlighted with a red box and contains the value 'remit@A-1company.com'. Other fields include 'Street Address' (PO Box 1205), 'Street Address 2', 'Postal Code' (02721), 'City' (Burlington), 'State Region' (NC), 'Country' (United States), and 'Account Currency' (USD). A note below the form states: 'Only 2 digits: i.e., KS not Kansas; SC not South Carolina; UK not United Kingdom'.

2. How do I need to submit my original invoice copy with the Coupa invoice?

****It is required to attach a copy of your original Invoice when creating an invoice in Coupa****

The original vendor invoice *must* be attached in Coupa in PDF format in the ATTACHMENT field (not Image Scan field) when an invoice is created in Coupa. It cannot be attached later.

- **Use the Attachments** 'File' Option only (see green arrow and box in screenshot below)
- **Do not use Image Scan field to attach the invoice**
- **Do not attach a link to the vendor's website**
- **Do not add a message in the attachment field**
- Only attach a PDF copy of the original invoice in Attachments field
- Invoice must be attached at invoice creation in Coupa; it can't be attached after it is submitted

Create Invoice Create

General Info

* Invoice #

* Invoice Date 05/06/20

Payment Term Z007-

* Currency USD

Delivery Number

Status Draft

Image Scan No file chosen

Supplier Note

* Attachments

From

* Supplier 670

Supplier Tax ID None

* Invoice From Address

United States

* Remit-To Address

United States

* Ship From Address

United States

To

Customer Sealed Air


* Bill To Address No address selected

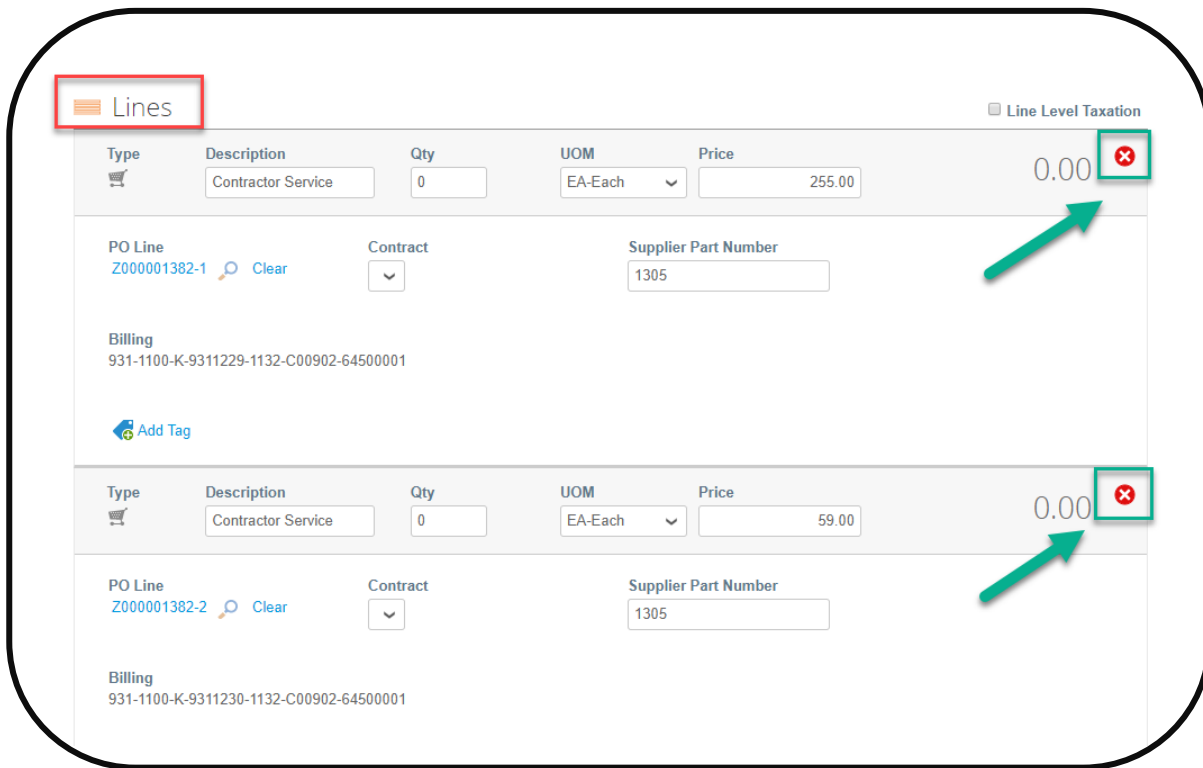
Buyer Tax ID

Ship To Address No address selected

Requester Email

3. If a PO has multiple lines, how do I create an invoice for only some lines?

When a vendor creates a PO flip invoice and there are multiple lines on the PO, the vendor should **delete** any PO lines that will not be on that invoice. Scroll down to *Lines* and click on the  for each line that will *not* be on the invoice.



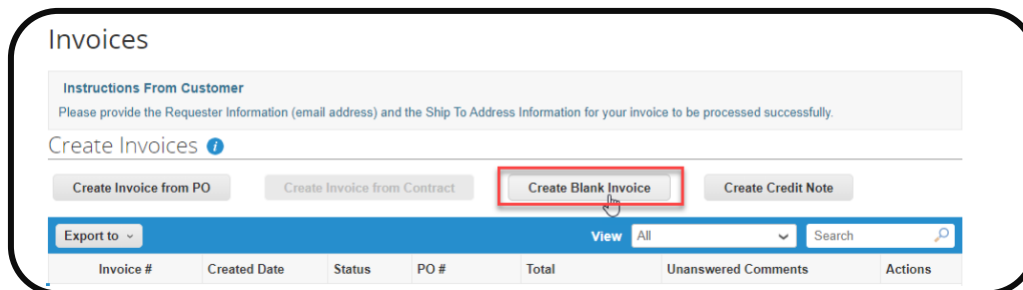
4. Create a VIEW for the Sealed Air address when creating non-PO invoices.

****This can be done for both 'Bill To' and 'Ship To' addresses****


Go to *Invoices* on your Home page:




Click *Create Blank Invoice*:




Scroll down to the *To* section and click on the magnifying glass in the *Bill To Address* field:

To 

Customer Sealed Air

* Bill To Address No address selected 

Buyer Tax ID

Ship To Address No address selected 

Requester Email

Requester Name


Tax Text











Payment Reference #

ISR #


You will see Sealed Air addresses globally.

Choose an Address

View All Search 

Legal Entity Name	Line 1	Line 2	City	State	Postal Code	Country	Actions
None	SEALED AIR LIMITED IRELAND	RIVERSIDE ONE, SIR JOHN ROGERSON'S QUAY	DUBLIN	DB	PE 19 2HN	Ireland	 Choose
None	SEALED AIR LTD	1 MARSTON ROAD	ST NEOTS	CA	PE19 2HN	United Kingdom	 Choose
None	SEALED AIR OY	SENTNERIKUJA 2	HELSINKI	5	440	Finland	 Choose
None	SEALED AIR PACKAGING (THAILAND) CO	9/151-154 MOO 5, PHAHOLYOTHIN RD	PATHUM THANI	C	12120	Thailand	 Choose
None	SEALED AIR PACKAGING SLU	HOSTAL DEL PI, 16	ABRERA	8	8630	Spain	 Choose
None	SEALED AIR PERU S.A.C.	JR. LUIS CARRANZA 1882	LIMA	LIM	LIMA 01	Peru	 Choose
None	CRYOVAC MALAYSIA SDN BHD	LOT 115 GEBENG INDUSTRIAL ESTATE	KUANTAN	PAH	26080	Malaysia	 Choose
None	SEALED AIR POLSKA SP Z OO	OZAROW BUSINESS CENTER UL OZAROWSKA 40/42	OZAROW MAZOWIECKI	PL	05-850	Poland	 Choose
None	CRYOVAC BRASIL LTDA	DE BARROS (SP 340) KM 133	JAGUARIUNA	SP	13917-470	Brazil	 Choose
None	SEALED AIR SAS	53 RUE SAINT-DENIS	EPERON	28	28230	France	 Choose

Prev 1 2 3 ... Next

Start typing *Charlotte* in the text field and click on charlotte when it appears, then click on the 


Choose an Address

View All 



Legal Entity Name	Line 1	Line 2	City	State	Postal Code	Country	Actions
None	SEALED AIR LIMITED IRELAND	RIVERSIDE ONE, SIR JOHN ROGERSON'S QUAY	DUBLIN	DB	PE 19 2HN	Ireland	 Choose
None	SEALED AIR LTD	1 MARSTON ROAD	ST NEOTS	CA	PE19 2HN	United Kingdom	 Choose

You will see the address for Charlotte only and you can choose the appropriate billing address (either Sealed Air Canada or Sealed Air US)

Choose an Address


View All 

Showing results for



Legal Entity Name	Line 1	Line 2	City	State	Postal Code	Country	Actions
None	SEALED AIR (CANADA) CO/ICIE	2415 CASCADE POINTE BLVD	CHARLOTTE	NC	28208	United States	 Choose
None	2415 CASCADE POINTE BLVD	None	CHARLOTTE	NC	28208	United States	 Choose

To create and save a View for future use, click the dropdown arrow next to All and click Create View

Choose an Address

View All 

Showing results for

Legal Entity Name	Line 1	Line 2	City	State	Postal Code	Country	Actions
None	SEALED AIR (CANADA) CO/ICIE	2415 CASCADE POINTE BLVD	CHARLOTTE	NC	28208	United States	 Choose
None	2415 CASCADE POINTE BLVD	None	CHARLOTTE	NC	28208	United States	 Choose

Name your view, tick who can have visibility, and set up Conditions. Drag & drop under Columns to set up Columns. Be sure to scroll down and Save your view.

coupa supplier portal NAN | NOTIFICATIONS 13

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Add-ons Admin

Invoices Payment Receipts

Select Customer Sealed Air

Create New data table view

General

Name

Visibility Only Me Everyone

Start with view All

Conditions

Match Conditions Match all conditions Add group of conditions

Filter By Legal Entity Name Filter Clause is Filter Text

Columns

Drag columns to the right to select, to the left to unselect and vertically to change column order.
You can also use your keyboard to modify the selected columns. Use TAB to focus and ENTER to move a column to or from the Selected Column list. To reorder, use SPACE to grab an item and then UP or DOWN to move it. Press SPACE again to drop the item, or ESC to cancel the reordering.

Available Columns	Selected Columns
Id	Legal Entity Name
Tax Registration	Line 1
	Line 2
	City

Cancel

5. Ensure the correct tax is calculated when creating invoices in Coupa.


To add Tax, *if needed*, scroll to the bottom of the screen and enter the Tax (either by % or by Amount).
Click *Calculate* to review your invoice balance/total to ensure a match with your pdf invoice copy.
Then click *Submit*.

DO NOT enter the Tax on the Shipping, Handling, Misc lines. *If you do, your invoice will be rejected.*

Totals & Taxes


Lines Net Total	0.00
-----------------	------

Shipping

Tax  %


Tax Reference

Handling


Tax  %

Tax Reference

Misc

Tax  %

Tax Reference

Tax % 

Total Tax	0.00
Net Total	0.00
Total	0.00